

# 2011 State Services to Victims Fund

## Pre-bid Seminar January 29, 2010



# What Is SSVF?

- The **S**tate **S**ervices to **V**ictims **F**und (SSVF) consists of money collected from court fees pursuant to section 595.045, RSMo.
- Upon appropriation, this money shall be used solely for the administration of contracts for services to victims of crime.

# Primary Purpose of SSVF

- Provide direct services to victims of crime
- Assist victims of crime as soon as possible
- Provide on-going support to the victim

# Anticipated Funding Available

- Approx. \$4 Million will be available to award
- Anticipate the same amount of funding that was awarded for the current contract

# Services to Victims of Crime Are:

- Those efforts that:
  - Provide a response to the emotional and physical needs of crime victims
  - Assist primary and secondary victims of crime to stabilize their lives after a victimization
  - Assist victims to understand and participate in the criminal justice system
  - Provide victims of crime with a measure of safety

# Who is Eligible?

- Public and Nonprofit agencies
  - Nonprofit agencies must have 501( c ) (3) status as designated by the IRS
  - Governmental entities cannot use SSVF funds to supplant existing funds
- Funds are intended to start new programs or expand/enhance existing programs

# Eligibility-Statutory Requirements

- Crime must have been committed in Missouri ***or*** the crime victim must be a resident of Missouri
- Crime must have involved the threat or the use of force or violence
- Crime must have been reported to appropriate law enforcement within 48 hours

# Eligibility-Statutory Requirements

- No charge for services provided
- Applicant agencies must promote coordinated efforts to aid crime victims within the community
- Agencies are encouraged to assist crime victims in seeking available crime victim compensation benefits



# Eligibility-Statutory Requirements

- Agencies must comply with state criteria
- Maintain confidentiality of client-counselor information as required by law

# Allowable Services Are:

- Immediate response to the urgent emotional and/or physical needs of crime victims
- Assisting victims of crime in understanding the dynamics of victimization and in stabilizing their lives

# Allowable Services Are:

- Services directed to the needs of the victims within the criminal justice system or process.
- Services which offer an immediate measure of safety to crime victims
- Services which assist crime victims with managing practical problems created by the victimization

# MCADSV Service Standards

- If SSVF funding is used to provide services to victims of domestic and/or sexual violence and their children, service definitions set forth in the MCADSV Service Standards & Guidelines for Domestic Violence and/or Sexual Violence Programs must be followed

# MCADSV Service Standards

- If language in the SSVF application conflicts with the MCADSV Service Standards & Guidelines, the SSVF application/guidelines must be followed.
  - For instance – the MCADSV standards for Court Advocacy advise that a DV program providing court advocacy should develop and/or participate in a coordinated community response effort.

# MCADSV Service Standards

- Participation in coordinated community response efforts are not allowable activities through SSVF;
- Therefore, the SSVF guidelines would override that particular section of the Court Advocacy Standard.

# MoCVSU Program Standards

- **All other agencies** (those **not** primarily serving victims of domestic and/or sexual violence) will be required to comply with the ***new*** Missouri Department of Public Safety Crime Victim Services Unit (CVSU) Program Standards and Guidelines

# Service Standards and Guidelines

- Agencies must explain **how** services are provided in compliance with either the MCADSV Service Standards & Guidelines **or** the MoCVSU Program Standards & Guidelines
  - Simply stating the agency “is in compliance” does not constitute sufficient explanation
- Standards & Guidelines can be downloaded from our website; links are provided along with the 2011 SSVF application



# Code of the Ethics

- MoCVSU has adopted a new code of ethics that **all** agencies must comply with
  - By signing the Certified Assurance, agencies agree to abide by the code of ethics
  - The Code of Ethics can also be downloaded from our website

# Allowable Activities, Services, and Costs

- Personnel
- Travel
- Equipment necessary to the provision of services for this grant

# Allowable Activities, Services, and Costs

- Supplies/Operating expenses necessary to the provision of services
- Contractual expenses
- Audit Cost

# Unallowable Activities, Services, and Costs

- Lobbying Activities
- General criminal justice agency improvements
- Witness management
- Management training

# Unallowable Activities, Services, and Costs

- Crime prevention and/or community education programs
- Services to perpetrators or offenders
- Needs assessments
- Criminal justice activities

# Unallowable Activities, Services, and Costs

- Fundraising activities
- Nursing home care
- Administrative staff expenses
- Administrative duties
- Employee bonuses & overtime pay

# Unallowable Activities, Services, and Costs

- Construction costs
- Real estate costs
- Indirect organizational costs
- Large items of equipment
- Real Property Acquisition

# Unallowable Activities, Services, and Costs

- Vehicles
- Relocation costs
- Professional dues, subscriptions, and/or memberships
- Property loss
- Bonuses or commissions



# Application Process

- This is a competitive bid with preference given to projects for underserved victims.

# The Application Packet

- Program Description and Guidelines
- Grant Application Instructions
- Financial and Administrative Guidelines

# The Application Review Process

- Competitive bid process
- Review panel
  - Various individuals from the Department of Public Safety
  - Individuals from outside the Department who do not have a financial interest in this program
  - The review panels changes for each grant process and from year to year

# Completing and Submitting the Application

# Application Summary Report

- Gives us basic information about the program
- Provide contact info for key personnel
  - Be sure to include correct e-mail addresses!
- Provide a brief summary of the project you are applying to receive funds for

# Application for Funding

	<b>City Government</b>	<b>County Government</b>	<b>Nonprofit Agency</b>	<b>Law Enforcement Agency</b>
<b>Authorized Official</b>	Mayor or City Administrator	County Commissioner/ Administrator	Board President/Chair or person able to enter agency into a contract	City Mayor or Administrator/ County Commissioner
<b>Project Director</b>	Person overseeing project	Person overseeing project	Person overseeing project	Police Chief/Sheriff
<b>Fiscal Officer</b>	City Treasurer or Comptroller	County Treasurer or Comptroller	Board Treasurer / CFO	City/County Treasurer or Comptroller

# Personnel Budget Page

- Personnel
  - **Actual gross salary per month** must be provided

$$\begin{array}{rcl} & \text{Gross salary/month} & \\ \times & \% \text{ of grant funded time} & \\ \times & \underline{\text{months to be employed}} & \\ \hline & \text{Total (grant) cost} & \end{array}$$

TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	FT OR PT	% OF GRANT FUNDED TIME	MONTHS TO BE EMPLOYED	TOTAL COST
Advocate	Janet Anderson	2083.34	FT	80%	12	20,000.00
Court Advocate	Michelle Parsley	1187.50	PT	100%	12	14,250.00

# Personnel Budget Page

- Minimum percentage of time requested can be no less than 10%
  - Any amount of time on grant less than 10% will not be considered.
- Job descriptions outlining duties and minimum applicant requirements must be provided



# Personnel Budget Page

- Fringe Benefits
  - Must be itemized
  - Prorated according to amount of grant funded time

FRINGE BENEFITS		BASIS FOR COST ESTIMATE (must be prorated based on % of grant funded time)		
F.I.C.A. & Medicare (.0765)		\$34,250.00 x 7.65%		2,620.13
PENSION/RETIREMENT		Pension (5% of salary) – JA \$20,000 x 5%		1,000.00
LIFE INSURANCE		JA \$5.75 x 12 x 80%		55.20
MEDICAL INSURANCE		JA \$339.75 x 12 x 80%		3261.60
UNEMPLOYMENT COMPENSATION				
WORKERS' COMPENSATION LIAB.				
OTHER (PLEASE IDENTIFY)		Dental Insurance – JA \$12.00 x 12 x 80%		115.20
		Vision Insurance – JA \$8.50 x 12 x 80%		81.60
SUBTOTAL				\$ 7,133.73
State/Federal Share	\$	41,383.73	TOTAL PERSONNEL COST	\$ 41,383.73
Local Match Share	\$	0.00		

# Travel Budget Page

- Mileage
  - Maximum mileage allowance is .47¢/mile **or** the applicant agency rate, whichever is less
  - Submit agency travel policy, including agency reimbursement rate, with application
- Meals
  - Per diem rates may be used to estimate costs; however only actual costs are reimbursed

# Equipment Budget Page

- Equipment
  - Must be reasonable and necessary to providing direct services to victims of crime
  - If used for purposes other than the SSVF, the costs must be prorated
    - Prorate costs based on the proposed SSVF budget, or the % of time the employee using the equipment will be funded through the grant
  - Receipts will be necessary for reimbursement

# Supplies/Operations Budget Page

- Office Supplies
  - A general office Supply list provided in the application packet
    - Anything provided in this list can be shown as one line item and generically labeled “office supplies”
    - Anything not provided in this list must be a separate line item
    - Office supplies must be prorated based upon the SSVF budget

# Contractual Budget Page

- Contracts
  - Agency must submit a written contract between your agency and the individual/company you are contracting with
    - Must outline the services to be provided
    - Timeframe services will be provided
    - The cost associated with providing the services
    - If a contract is not yet in place, submit a draft copy of the contract for consideration
    - If approved, agency will be required to submit a final signed contract

# Budget Pages

- Items listed on the budget pages will need to be included in the written “Budget Justification” portion of the narrative.
  - Do not simply re-list the items you are requesting
  - **JUSTIFY** the need and the expense of each item.

# Audit Requirements Form

- Audit Requirements
  - Applies to the entire applicant agency, not just the department or project requesting funds
- Required when:
  - Over \$250,000 in State funds are expended during the agency fiscal year (from any State source)
  - No audit is required if less than \$250,000 in State funds are expended

# Narrative Work Program

- Use plain white paper
- Identify each section of the narrative using the outline provided
- Use type no smaller than 12 pitch
- No more than 16 pages



# Narrative Work Program

- Tell us:
  - About your agency
  - What problems you are trying to address through this project
  - How you're going to impact that problem through goals and objectives

# Narrative Work Program

- Tell us:
  - About the services that will be provided w/ this project
  - Explain how services are delivered in compliance with the MCADSV Service Standards & Guidelines **or** the CVSU Program Standards & Guidelines
  - The geographic area to be served by this project
  - How you will coordinate the services of this project with other services in your community

# Narrative Work Program

- Tell us:
  - Why you need the budget items you are requesting
  - The number of victims you anticipate serving
  - How you are going to evaluate whether your project is effective or not
  - How you will assume the costs of funding this project if grant funding were no longer available
  - How successful your project has been in the past if this is a continuation program
    - Currently funded projects – must report on the success of their project for the past TWO years as 2010 was a renewal and did not include a narrative

# Letters of Collaboration

- Letters of support are NOT letters of collaboration
- Letters of collaboration provide more information
- Letters of collaboration do not come from victims or legislators
- Letters of collaboration come from agencies you actively work with to provide effective services

# Letters of Collaboration

- Letters of collaboration come from agencies you actively work with to provide effective services
- Outline how they are currently working with you and their role in the grant
- Collaborations should be necessary
- Letters should tie back to the Coordination of Services section of the narrative

# Letters of Collaboration

- 2-5 letters – depends on your area and your project
- Submit with the application – don't submit separately, they will not be attached for you
- Have agency send them to you to include with your application – not us – again we will not attach them to your application

# Application Due Date

- Postmarked by March 12, 2010
- Hand delivered to our office by 4:30 pm  
March 12, 2010
- **If an agency postage meter is used and it is received after the March 12<sup>th</sup> deadline, it will not be accepted regardless of postmark date**

The Original and 2 Copies Must Be  
Submitted To:

**Missouri Department of Public Safety  
Office of the Director  
P.O. Box 749  
301 W. High Street  
Room 870 Truman Building  
Jefferson City, MO 65102-0749**



# Final Tips

- Double check your math
- Have someone else read your application to check for grammatical errors, and to see if it makes sense
- Make sure what you are asking for is eligible

# Final Tips

- Fill in all the blanks
- Include all attachments
- Make sure it arrives on time!

# Application Review Process

- A panel of individuals from within and outside DPS are convened to review the applications
- Panel members cannot have a financial interest in SSVF Funding

# Application Review Process

- Applicants are not contacted if part of the application is missing
- Applications/or parts of applications received after the deadline will not be reviewed

# Evaluation Criteria

- Demonstration of need
- Adequate correlation between the cost of the project and the objectives to be achieved
- Probability of project to meet identified goals

# Evaluation Criteria

- Demonstration that supplanting will not be taking place
- Cooperation and community collaboration
- Compliance with state laws and guidelines

# Evaluation Criteria

- Ongoing success of the program
- Ratio of funding to services is relative
- Overall quality of the application

